



## **New VA Student Checklist**

*What you **must** do before your enrollment can be certified:*

1. Apply to Trinity Valley Community College. Applications can be completed by visiting [www.applytexas.org](http://www.applytexas.org). Contact the Admissions Office for deadline dates.

- Trinity Valley Community College requires military transcripts for all veterans applying to the University. Veterans and service members can order military transcript from the branch in which you served:

□ **Army, Coast Guard, Marine Corp, & Navy (JST):** <https://jst.doded.mil>

□ **Air Force (CCAF):** <http://www.au.af.mil/au/ccaf/transcripts.asp>

### **Send All Transcripts to the Following Address:**

Trinity Valley Community College  
Attention: Registrar's Office  
100 Cardinal Drive  
Athens, TX 75751

### **If you do not have a copy of your DD214, you may order one at:**

<http://www.archives.gov/veterans/military-service-records/get-service-records.html> or

### **Create an eBenefits account to access your military personnel file at:**

<https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

2. If your benefits have never been used or applied for, submit your application (VA Form 22-1990/5490) to Veterans Administration as early as possible. Visit <https://www.va.gov/education/how-to-apply/> for information.
3. Meet with the Academic Advisor for degree plan advisement form and then enroll in a degree program approved for VA benefits, and register for courses that apply towards that degree.
4. Provide all supporting documentation to the TVCC Veterans Office shown on the back of this page "*Required Documents for VA Certification*".

### **Trinity Valley Community College Office of Financial Aid & Veterans Services**

100 Cardinal Dr.

Athens, TX 75751

Email: [veterans@tvcc.edu](mailto:veterans@tvcc.edu)

Phone: (903) 675-6288

Fax: (903) 675-6345

Website: <https://www.tvcc.edu/Veterans>

## **REQUIRED DOCUMENTS FOR VA CERTIFICATION**

**\*\*\*ALL REQUIRED DOUCMENTS MUST BE TURNED IN AT THE SAME TIME FOR CERTIFICATION.\*\*\***

**INCOMPLETE PAPERWORK WILL NOT BE ACCEPTED.**

### **Chapter 33 (Post 9/11):**

- Certificate of Eligibility VA Form 22-1990 (va.gov)
- DD-214 Member 4
- VA Form 22-1995 (If you've used your GI Bill® before)
- TVCC Request for VA Certification Form – **Must be submitted every semester**
- Military and All Academic Transcripts Submit to Registrar's or VA office

### **Chapter 33 (Post 9/11 Transfer of Entitlement or Fry Scholarship):**

- Certificate of Eligibility
- VA Form 22-5495 (If you've used your GI Bill® before)
- TVCC Request for VA Certification Form – **Must be submitted every semester**
- Military and All Academic Transcripts Submit to Registrar's or VA office

### **Chapter 30 (MGIB):**

- Letter of Eligibility (We can certify enrollment without this)
- DD-214 Member 4
- VA Form 22-1995 (If you've used your GI Bill® before)
- TVCC Request for VA Certification Form – **Must be submitted every semester**
- Military and All Academic Transcripts Submit to Registrar's or VA office

### **Chapter 35 (DEA):**

- Letter of Eligibility (We will not certify enrollment without this)
- VA Form 22-5495 (If you've used your DEA benefits before)
- TVCC Request for VA Certification Form - **Must be submitted every semester**

### **Chapter 31 (VR&E):**

- VA Form 28-1905 (Sent to TVCC from VR&E Case Manager)
- TVCC Request for VA Certification Form – **Must be submitted every semester**
- Military and All Academic Transcripts Submit to Registrar's or VA office

### **Chapters 1606/1607 (REAP):**

- For 1606: Notice of Basic Eligibility (NOBE)
- For 1607: DD-214 Member 4
- Letter of Eligibility
- VA Form 22-1995 (If you've used your GI Bill® before)
- TVCC Request for VA Certification Form - **Must be submitted every semester**
- Military and All Academic Transcripts Submit to Registrar's or VA office

**\*\*Documents are available at <https://www.tvcc.edu/Veterans>\*\***